

**DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE**
WASHINGTON, D.C. 20201

**OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300**

**POSTAGE AND FEES PAID
U.S. DEPARTMENT OF H.E.W.**

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INTERNATIONAL

MAILER GUIDELINES



INTRODUCTION

*THE FOLLOWING GUIDELINES WERE
EFFECTIVE OCTOBER 3, 1986.
THE ENTIRE REGULATIONS FOR
INTERNATIONAL PRIORITY AIRMAIL
ARE CONTAINED IN A NEW
SUBCHAPTER 280, INTERNATIONAL
MAIL MANUAL (IMM).*

International Priority Airmail is intended for bulk mailers of all categories of international mail, except parcel post items, who sort their mail by country of destination.

The service is available to any country in the world, except Canada, which is excluded because of constraints under bilateral postal arrangements. Additionally, Mexico requires significant additional processing. Customers wishing to use the service to Mexico should coordinate on a case-by-case basis with their local mail processing coordinator.

International Priority Airmail is dispatched on the same day or, at the very latest, on the next day. The program will provide service that is at least twenty-four hours faster than regular airmail service.

The service is available to all mailers regardless of location. However, the collection service is only available in locally established service areas. Customers located outside of these cities must bring their mail to the airport mail facility (AMF) or other designated office.

MAIL PREPARATION REQUIREMENTS

QUALIFYING MAIL

International Priority Airmail is available for *all categories* of international mail, other than CP (Parcel Post), and can be mailed to any country in the world, *except Canada*. There is a minimum quantity *per mailing* of 200 pieces or 10 pounds.

NOTE: The minimum quantities apply to the entire mailing and not to each country of destination. The mailing pieces *do not* have to be identical in size, weight, or class to qualify.

Admissible Items

Letters and Cards (LC)

- Letters and letter packages (including those which contain merchandise)
- Post Cards
- Aerogrammes

Other Articles (AO)

- Printed Matter (including advertising material, catalogs and directories, books and sheet music, and second-class publications)
- Matter for the Blind
- Small Packets

Prohibited Contents

Merchandise or printed matter items mailed as parcel post packages are *not* admissible as International Priority Airmail.

Contents which are prohibited in the international mails or are prohibited entry by a particular country are also prohibited entry as International Priority Airmail.

Conditions of Mailing

The conditions of mailing that are applicable to LC and AO items respectively (i.e., weight and size limits, endorsing and sealing requirements, packing and packaging specifications, custom forms requirements, etc.) are also applicable to International Priority Airmail.

MARKINGS

Airmail

International Priority Airmail receives full airmail service within the United States and to the destination country. Consequently, the endorsement "PAR AVION" (AIRMAIL) must be marked on the address side of each piece. USPS Label 19, "PAR AVION," may be used for this purpose. At the sender's option, the red, white and blue bordered airmail envelopes may be used in addition to the "PAR AVION" endorsement.

Printed Matter

Printed matter items over four pounds must be marked

with the words "PRINTED MATTER," "PRINTED MATTER – BOOKS," "PRINTED MATTER – CATALOGS," or "PRINTED MATTER – SECOND CLASS," as appropriate in accordance with the provisions of IMM 244.2. If second-class publications are paid for by means of an advance deposit account, the imprint authorized under IMM 244.21d may be used in lieu of the "PRINTED MATTER – SECOND CLASS" endorsement.

Printed matter items weighing four pounds or less do *not* have to include the endorsement for the type of printed matter. Inclusion of the applicable class of mail endorsement is optional. This exception to the general marking requirements only applies to printed matter items sent as International Priority Airmail.

DISTRIBUTION AND MAKE-UP REQUIREMENTS

Sortation

International Priority Airmail must be sorted and bundled (except Great Britain, Federal Republic of Germany and Mexico as noted below), when there are six or more pieces for a particular country of destination. Letters and flats must be bundled separately, although non-identical items may be commingled within each of these categories.

Destinations or separations which do not have six or more pieces for the mailing must be aggregated into a working bundle(s).

At the mailer's option, a finer breakdown (i.e., by city or post code) may be made, using sortation information provided by the destinating administration.

Items which cannot be bundled because of the physical characteristics (e.g., small packets) must be placed loose in the appropriate sack(s).

Securing

Each bundle must be securely tied or rubber banded in both directions. Placing rubber bands around the length and girth is the preferred method of securing packages of letter-size mail. Plastic strapping placed around the length and girth is the preferred method for securing packages of flat-size mail.

Facing of Pieces

All items in the package must be faced the same way and a facing slip identifying the contents of the bundle placed on the address side of the top item of each package. The pressure-sensitive labels and optional endorsement line used domestically for presort mail are prohibited for International Priority Airmail.

Package Labels

The information for the package label (facing slip) can be found in the third and fourth columns of the International Priority Airmail labeling list (Attachment 1).

Country

For packages containing six or more items for each country of destination, the package label (facing slip) should be completed as follows:

Country Package Label

Line 1: Foreign Exchange Office

Line 2: Country of Destination

Line 3: Mailer, Mailer Location

Example: 1150 VIENNA FLUG
AUSTRIA
RBA Company Washington DC

Residue

For residue packages, the package label (facing slip) should be completed as follows:

Residue Package Label

Line 1: Appropriate U.S. Exchange Office

Line 2: Contents

Line 3: Mailer, Mailer Location

Example: AMF Boston MA 021
Intl Priority Airmail-WKG
CPA Company Boston MA

Great Britain, Federal Republic of Germany and Mexico

When there are six or more pieces per separation, mail to these three countries must be sorted and labeled as follows:

GREAT BRITAIN:

Separation	Label
London City	Londontown
Scotland	Glasgow FWD
Northern Ireland	Belfast FWD
Remaining Great Britain & Residue	Great Britain, Great Britain

FEDERAL REPUBLIC OF GERMANY:

Separation (by first digit of Post Code)	Label
1	Berlin 11
2	Hamburg Flughafen
3	Hannover Flughafen
4, Uncoded & Residue	Dusseldorf Flughafen
5	Koln-Bonn Flughafen
6	Frankfurt am Main Flughafen
7	Stuttgart Flughafen
8	Munich Flughafen

MEXICO

There are extensive distribution and make-up requirements for International Priority Airmail sent to

Mexico. Mailers wishing to use the service to Mexico should coordinate on a case-by-case basis with their Divisional coordinator (see Attachment 2 for distribution and labeling requirements for Mexico).

SACKING REQUIREMENTS

Country

All destinations or separations accumulating ten (10) pounds or more per mailing must be sacked in the blue international airmail sacks which will be provided by the Postal Service. Trays are not acceptable for International Priority Airmail directs. The maximum weight per sack is sixty-six (66) pounds. All types of mail, including letter bundles, flat bundles, small packets, etc., for each destination can be commingled in the same sack and counted toward the 10 pound minimum.

Residue

The bundles and loose items left after all country sacks are prepared (including those for Great Britain, the Federal Republic of Germany and Mexico), are to be enclosed in equipment specified by the local acceptance office. In the absence of such guidance, domestic orange priority mail pouches are to be used.

SACK LABELING

Country

Direct country sacks must be labeled with the appropriate PS Tag 116 (see Attachment 3). The tags are white in color and specially coded to route the mail to a specific airport or destination. The blocks on the tag for date, weight and dispatch information are not to be completed by the mailer.

Residue

Residue and direct bundles for destinations with less than 10 pounds must be labeled as follows:

Residue Sack Label

Line 1: Acceptance Post Office

Line 2: Contents

Line 3: Mailer, Mailer Location

Example: DIS Philadelphia PA 191
Intl Priority Airmail
ABC Store Philadelphia PA

EQUIPMENT

Your local Post Office or Account Representative will provide all necessary sacks and labels needed to participate in the International Priority Airmail service.

MAILER FINANCIAL PROCEDURES

STATEMENT OF MAILING

PS Form 3652, *Statement of Mailing-International Priority Airmail*, is a four-part form to be used for International Priority Airmail. This form is available from a Postal Service Account Representative or at a participating post office (Attachment 4).

A completed Form 3652 must be presented with the mailing at the entry post office. Part A of the form is to be completed by the mailer/mailing agent. The acceptance unit will complete Part B of the form.

POSTAGE RATE/CALCULATION

Rate

The postage rate for this service is \$6.80 per pound or any fraction of a pound. The tare weight (weight of the sack) is not to be included in determining the weight of the mailing for postage calculation purposes.

Postage Calculation

- Each sack of mail is to be weighed to determine the Total Gross Weight in pounds.
- The aggregate Tare Weight is calculated by multiplying the total number of sacks times 0.75 pounds per sack.
- The Net Weight of the mailing in pounds is then determined by subtracting the Total Tare Weight from the Total Gross Weight. Round any fraction of a pound to the next higher pound.
- The total amount of postage to be paid is calculated by multiplying the Net Weight (in pounds) by the rate of \$6.80 per pound. If any discrepancy in the postage payment is found during verification, the mailer/ mailing agent will be notified immediately so that corrective action can be taken.

POSTAGE PAYMENT METHODS

Postage must be paid by postage meter, postage stamps, penalty mail permit imprint indicia, or through an advance deposit account.

All customers must have an identification number for this service, which must be indicated on the mailing statement. Mailers other than federal agencies, who have an existing permit imprint, must use that permit number regardless of the method of payment. Mailers who do not have a permit imprint, will be assigned a sequential customer identification number by the post office where the mail is entered. No fee is charged for assignment of the number. Federal agencies must use their three-digit Federal Agency Code number and subcode number, if any.

Postage Meter or Stamps

Mail which is paid by postage meter or postage stamps must be endorsed "U.S. International Airmail Postage Paid" on each piece on the address side of the mail, in

the upper right corner. The required postage payment endorsement may be applied by using one of the methods specified in Section 145.3 of the Domestic Mail Manual or it may be applied by running the mail through a meter machine that has been equipped with a special "slug" furnished by the meter manufacturer. The endorsement will then appear in the "ad plate" field in combination with a meter impression showing a "zero" postage amount.

The mailer/mailing agent must place the postage stamps or meter stamps in the designated block in Copy 1 of PS Form 3652. If there is insufficient space in the block to accommodate all of the required postage, the remainder should be placed on an additional sheet of paper, and attached to the top copy of the mailing statement. The sender's name and address, permit/ identification/federal agency code number, and the date of mailing should be indicated at the top of the sheet.

Drop Shipment of Metered Mail

Customers paying by postage meter who wish to enter International Priority Airmail at a post office other than the post office where the meter is licensed, must obtain a drop shipment authorization. To obtain such an authorization, the mailer must submit a written request to the postmaster at the office where the mailing will be entered.

Permit Imprints

Permit imprints for International Priority Airmail items must be prepared in one of the formats shown in Exhibit 152.3 of the International Mail Manual. Permit imprints which denote "Presort Rate," "Bulk Rate," or "Non-Profit Organization," may not be used for international mailing purposes.

Penalty Mail Permit Imprint

When payment is made under the penalty permit imprint indicia, the agency must furnish its Federal Agency Code number and subcode number in the designated block under Part A on the Mailing Statement, Form 3652.

Advance Deposit Account

When payment is by advance deposit account, the mailer must ensure that there are sufficient funds available to cover the cost of the mailing. If a mailer has an advance deposit account at the post office of entry, he can use his existing permit imprint on any International Priority Airmail item.

If the mailer does not have an account at the post office of entry, one must be established at that location in order to enter International Priority Airmail under a permit imprint. A permit may be obtained by completing a Form 3601, *Application to Mail Without Affixing Postage Stamps*, and submitting a one-time fee of \$50, to the post office where the mail will be entered.

INTERNATIONAL PRIORITY AIRMAIL NATIONAL LABELING LIST

SEPARATION	BUNDLE LABEL/TAG 116 INFORMATION			GEOGRAPHIC	GATEWAY	NOTES
	CODE	TOP LINE: EXCHANGE OFFICE	SECOND LINE: COUNTRY			
AFGHANISTAN	KBL	KABUL	AFGHANISTAN	MID EAST	JFK	
ALBANIA	TIA	TIRANA	ALBANIA	EUROPE	JFK	
ALGERIA	ALG	ALGIERS	ALGERIA	AFRICA	JFK	
ANDORRA			ANDORRA	EUROPE	JFK	1
ANGOLA	LAD	LUANDA	ANGOLA	AFRICA	JFK	
ANGUILLA	AXA	THE VALLEY	ANGUILLA	SO FOREIGN	MIA/JFK	2
ANTIGUA	ANU	ST. JOHN'S	ANTIGUA & BARBUDA	SO FOREIGN	MIA/JFK	2
ARGENTINA	BUE	BUENOS AIRES AVION	ARGENTINA	SO FOREIGN	MIA/JFK	2
ARUBA	AUA	ORANJESTAD	ARUBA	SO FOREIGN	MIA/JFK	2
ASCENSION			ASCENSION ISLAND	SO FOREIGN	MIA	1
AUSTRALIA:				TRANS PAC	SFO	3
MELBOURNE	MEL	MELBOURNE	AUSTRALIA	TRANS PAC	SFO	3
SYDNEY	SYD	SYDNEY	AUSTRALIA	TRANS PAC	SFO	3
AUSTRIA	VIE	1150 VIENNA FLUG	AUSTRIA	EUROPE	JFK	
AZORES			AZORES	EUROPE	JFK	1
BAHAMAS	NAS	NASSAU	BAHAMAS	SO FOREIGN	MIA/JFK	2
BAHRAIN	BAH	BAHRAIN	BAHRAIN	MID EAST	JFK	
BANGLADESH	DAC	DHAKA 17	BANGLADESH, PEOPLES REP OF	MID EAST	JFK	
BARBADOS	BGI	BRIDGETOWN	BARBADOS	SO FOREIGN	MIA/JFK	2
BELGIUM	BRU	BRUSSELS X	BELGIUM	EUROPE	JFK	
BELIZE	BZE	BELIZE	BELIZE	SO FOREIGN	MIA/JFK	2
BENIN	COO	COTONOU	BENIN	AFRICA	JFK	
BERMUDA	BDA	HAMILTON	BERMUDA	SO FOREIGN	MIA/JFK	2
BHUTAN			BHUTAN	MID EAST	JFK	1
BOLIVIA	LPB	LA PAZ	BOLIVIA	SO FOREIGN	MIA/JFK	2
BONAIRE			BONAIRE	SO FOREIGN	MIA/JFK	1,2
BOTSWANA	GBE	GABORONE	BOTSWANA	AFRICA	JFK	

SEPARATION	BUNDLE LABEL/TAG 116 INFORMATION			GEOGRAPHIC	GATEWAY	NOTES
	CODE	TOP LINE: EXCHANGE OFFICE	SECOND LINE: COUNTRY			
BRAZIL	RIO	RIO DE JANEIRO	BRAZIL	SO FOREIGN	MIA/JFK	2
BRITISH VIRGIN ISLANDS	EIS	ROADTOWN TORTOLA	BRITISH VIRGIN ISLANDS	SO FOREIGN	MIA/JFK	2
BRUNEI	BWN	BANDAR SERI BEGAWAN	BRUNEI	TRANS PAC	HNL	
BULGARIA	SOF	SOFIA	BULGARIA	EUROPE	JFK	
BURKINA FASO	OUA	OUAGADOUGOU CNT	BURKINA FASO	AFRICA	JFK	
BURMA	RGN	RANGOON	BURMA, PEOPLES REP OF	TRANS PAC	SFO	
BURUNDI	BJM	BUJUMBURA	BURUNDI	AFRICA	JFK	
CAMEROON	DLA	DOULA	CAMEROON	AFRICA	JFK	
CAPE VERDE	SID	SAL ISLAND	CAPE VERDE	AFRICA	JFK	
CAYMAN ISLANDS	GCM	GEORGETOWN	CAYMAN ISLANDS	SO FOREIGN	MIA/JFK	2
CENTRAL AFRICAN REP	BGF	BANGUI	CENTRAL AFRICAN REP	AFRICA	JFK	
CHAD	NDJ	N'DJAMENA	CHAD, REPUBLIC OF	AFRICA	JFK	
CHILE	SCL	SANTIAGO	CHILE	SO FOREIGN	MIA/JFK	2
CHINA	PEK	BEIJING	CHINA, PEOPLES REP OF	TRANS PAC	SFO	
COLOMBIA	BOG	BOGOTA AEROPUERTO	COLOMBIA	SO FOREIGN	MIA/JFK	2
COMOROS ISLANDS			COMOROS ISLANDS	EUROPE	JFK	1
CONGO	BZV	BRAZZAVILLE	CONGO, REPUBLIC OF	AFRICA	JFK	
CORSICA			CORSICA	EUROPE	JFK	1
COSTA RICA	SJO	SAN JOSE	COSTA RICA	SO FOREIGN	MIA/JFK	2
CUBA	HAV	HAVANA	CUBA	SO FOREIGN	MIA/JFK	2
CURACAO	CUR	WILLEMSTAD	CURACAO	SO FOREIGN	MIA/JFK	2
CYPRUS	NIC	NICOSIA	CYPRUS	MID EAST	JFK	
CZECHOSLOVAKIA	PRG	PRAGUE 120	CZECHOSLOVAKIA	EUROPE	JFK	
DENMARK	CPH	COPENHAGEN PTM	DENMARK	EUROPE	JFK	
DJIBOUTI	JIB	DJIBOUTI	DJIBOUTI	AFRICA	JFK	
DOMINICA	DOM	ROSEAU	DOMINICA	SO FOREIGN	MIA/JFK	2
DOMINICAN REPUBLIC	SDQ	SANTO DOMINGO	DOMINICAN REPUBLIC	SO FOREIGN	MIA/JFK	2
EAST TIMOR			EAST TIMOR	TRANS PAC	JFK/SFO	1,4
ECUADOR	UIO	QUITO	ECUADOR	SO FOREIGN	MIA/JFK	2

SEPARATION	BUNDLE LABEL/TAG 116 INFORMATION			GEOGRAPHIC	GATEWAY	NOTES
	CODE	TOP LINE: EXCHANGE OFFICE	SECOND LINE: COUNTRY			
EGYPT	CAI	CAIRO INT'L AIRPORT	EGYPT, UNITED ARAB REP OF	AFRICA	JFK	
EL SALVADOR	SAL	SAN SALVADOR	EL SALVADOR	SO FOREIGN	MIA/JFK	2
EQUATORIAL GUINEA	BSG	BATA	EQUATORIAL GUINEA	AFRICA	JFK	
ESTONIA			ESTONIA	EUROPE	JFK	1
ETHIOPIA	ADD	ADDIS ABABA	ETHIOPIA	AFRICA	JFK	
FALKLAND ISLANDS			FALKLAND ISLANDS	EUROPE	JFK	1
FAROE ISLANDS			FAROE ISLANDS	EUROPE	JFK	1
FIJI	NAN	NADI AP	FIJI	TRANS PAC	HNL	
FINLAND	HEL	HELSINKI	FINLAND	EUROPE	JFK	
FRANCE	PAR	PARIS AVIATION PASSE	FRANCE	EUROPE	JFK	
FRENCH GUIANA	CAY	CAYENNE	FRENCH GUIANA	SO FOREIGN	MIA/JFK	2
FRENCH POLYNESIA	PPT	PAPEETE	TAHITI	TRANS PAC	SFO	
GABON	LBV	LIBREVILLE	GABON, REPUBLIC OF	AFRICA	JFK	
GAMBIA	BJL	BANJUL	GAMBIA	AFRICA	JFK	
GERMAN DEMOCRATIC REP	SXF	1070 BERLIN 7	GERMAN DEMOCRATIC REP	EUROPE	JFK	
GERMANY, FED REP OF:				EUROPE	JFK	
POSTCODE 1	BER	BERLIN 11	GERMANY, FEDERAL REP OF	EUROPE	JFK	
POSTCODE 2	HAM	HAMBURG FLUGHAFEN	GERMANY, FEDERAL REP OF	EUROPE	JFK	
POSTCODE 3	HAJ	HANNOVER FLUGHAFEN	GERMANY, FEDERAL REP OF	EUROPE	JFK	
POSTCODE 4 & UNCODED	DUS	DUSSELDORF FLUGHAFEN	GERMANY, FEDERAL REP OF	EUROPE	JFK	
POSTCODE 5	CGN	KOLN-BONN FLUGHAFEN	GERMANY, FEDERAL REP OF	EUROPE	JFK	
POSTCODE 6	FRA	FRANKFURT AM MAIN FLUGHAFEN	GERMANY, FEDERAL REP OF	EUROPE	JFK	
POSTCODE 7	STR	STUTTGART FLUGHAFEN	GERMANY, FEDERAL REP OF	EUROPE	JFK	
POSTCODE 8	MUC	MUNICH FLUGHAFEN	GERMANY, FEDERAL REP OF	EUROPE	JFK	
GHANA	ACC	ACCRA	GHANA	AFRICA	JFK	
GIBRALTAR	GIB	GIBRALTAR	GIBRALTAR	EUROPE	JFK	
GREAT BRITAIN				EUROPE	JFK	
LONDON CITY	LON	LONDONTOWN	GREAT BRITAIN	EUROPE	JFK	
NORTHERN IRELAND	BFS	BELFAST	NORTHERN IRELAND	EUROPE	JFK	
SCOTLAND	GLA	GLASGOW	SCOTLAND	EUROPE	JFK	
ALL OTHER GR BRITAIN	LON	GREAT BRITAIN	GREAT BRITAIN	EUROPE	JFK	
GREECE	ATH	ATHENS	GREECE	EUROPE	JFK	
GREENLAND			GREENLAND	EUROPE	JFK	1
GRENADA	GND	ST. GEORGE'S	GRENADA	SO FOREIGN	MIA/JFK	2
GUADELOUPE	PTP	POINTE A PITRE	GUADELOUPE	SO FOREIGN	MIA/JFK	2

SEPARATION	BUNDLE LABEL/TAG 116 INFORMATION			GEOGRAPHIC	GATEWAY	NOTES
	CODE	TOP LINE: EXCHANGE OFFICE	SECOND LINE: COUNTRY			
GUATEMALA	GUA	GUATEMALA	GUATEMALA	SO FOREIGN	MIA/JFK	2
GUINEA	CKY	CONAKRY	GUINEA, REPUBLIC OF	AFRICA	JFK	
GUINEA-BISSAU	BXO	BISSAU	GUINEA BISSAU	AFRICA	JFK	
GUYANA	GEO	GEORGETOWN	GUYANA	SO FOREIGN	MIA/JFK	2
HAITI	PAP	PORT AU PRINCE	HAITI	SO FOREIGN	MIA/JFK	2
HONDURAS	TGU	TEGUCIGALPA	HONDURAS, REP OF	SO FOREIGN	MIA/JFK	2
HONG KONG	HKG	VICTORIA	HONG KONG	TRANS PAC	SFO	
HUNGARY	BUD	BUDAPEST 72 TRANS	HUNGARY	EUROPE	JFK	
ICELAND	REK	REYKJAVIK	ICELAND	EUROPE	JFK	
INDIA	DEL	DELHI AIR	INDIA	MID EAST	JFK	
INDONESIA	JKT	JAKARTA SOEKARNO-HATTA	INDONESIA	TRANS PAC	SFO/JFK	4
IRAN	THR	TEHRAN	IRAN	MID EAST	JFK	
IRAQ	BGW	BAGHDAD	IRAQ	MID EAST	JFK	
IRELAND	DUB	DUBLIN	IRELAND	EUROPE	JFK	
ISRAEL	TLV	TEL AVIV YAFO	ISRAEL	MID EAST	JFK	
ITALY	ROM	ROME FERR	ITALY	EUROPE	JFK	
IVORY COAST	ABJ	ABIDJAN	IVORY COAST	AFRICA	JFK	
JAMAICA	KIN	KINGSTON	JAMAICA	SO FOREIGN	MIA/JFK	2
JAPAN	TYO	TOKYO APT FWD	JAPAN	TRANS PAC	SFO	
JORDAN	AMM	AMMAN	JORDAN	MID EAST	JFK	
KAMPUCHEA	PNH	PHNOM PENH	KAMPUCHEA		SEA	
KENYA	NBO	NAIROBI	KENYA	AFRICA	JFK	
KIRIBATI	TRW	TARAWA	KIRIBATI, REP OF	TRANS PAC	HNL	
KOREA, NORTH			KOREA, DEM PEOPLES REP OF	TRANS PAC	SFO	1
KOREA, SOUTH	SEL	SEOUL	KOREA, REP OF SOUTH	TRANS PAC	SFO/JFK	4
KUWAIT	KWI	KUWAIT	KUWAIT	MID EAST	JFK	
LAOS	VTE	VIENTIANE	LAOS	TRANS PAC	HNL	
LATVIA			LATVIA	EUROPE	JFK	1
LEBANON	BEY	BEIRUT	LEBANON	MID EAST	JFK	

SEPARATION	BUNDLE LABEL/TAG 116 INFORMATION			GEOGRAPHIC	GATEWAY	NOTES
	CODE	TOP LINE: EXCHANGE OFFICE	SECOND LINE: COUNTRY			
LESOTHO	MSU	MASERU	LESOTHO	AFRICA	JFK	
LIBERIA	MLW	MONROVIA	LIBERIA	AFRICA	JFK	
LIBYA	TIP	TRIPOLI	LIBYA	AFRICA	JFK	
LIECHTENSTEIN			LIECHTENSTEIN	EUROPE	JFK	1
LITHUANIA			LITHUANIA	EUROPE	JFK	1
LUXEMBOURG	LUX	LUXEMBOURG VILLE	LUXEMBOURG	EUROPE	JFK	
MACAO	HKG	MACAU	MACAO	TRANS PAC	HNL	
MADAGASCAR	TNR	ANTANANARIVO	MADAGASCAR, DEM REP OF	AFRICA	JFK	
MADEIRA ISLANDS	FNC	FUNCHAL	MADEIRA ISLANDS	EUROPE	JFK	
MALAWI	BLZ	LIMBE C.S.O.	MALAWI	AFRICA	JFK	
MALAYSIA	KUL	KUALA LUMPUR	MALAYSIA	TRANS PAC	SFO/JFK	4
MALDIVES			MALDIVES	MID EAST	JFK	1,6
MALDIVES			MALDIVES	TRANS PAC	HNL	1,6
MALI	BKO	BAMAKO	MALI, REPUBLIC OF	AFRICA	JFK	
MALTA	VLT	VALLETTA	MALTA	EUROPE	JFK	
MARTINIQUE	FDF	FORT DE FRANCE	MARTINIQUE	SO FOREIGN	MIA/JFK	2
MAURITANIA	NKC	MAURITANIA	MAURITANIA	AFRICA	JFK	
MAURITIUS	MRU	PORT LOUIS	MAURITIUS	AFRICA	JFK	
MEXICO		**SEE SEPARATE MEXICO	LABELING LIST**	MEXICO	DFW/LAX	5
MONACO	MCM	MONTE CARLO	MONACO	EUROPE	JFK	
MONTSERRAT	MNI	PLYMOUTH	MONTSERRAT	SO FOREIGN	MIA/JFK	2
MOROCCO	CAS	CASABLANCA P/PAL	MOROCCO	AFRICA	JFK	
MOZAMBIQUE	MPM	CPI MAPUTO	MOZAMBIQUE	AFRICA	JFK	
NAURU	INU	NAURU	NAURU, REPUBLIC OF	TRANS PAC	HNL	
NEPAL	KTM	KATHMANDU	NEPAL	MID EAST	JFK	
NETHERLANDS	AMS	AMSTERDAM EXP	NETHERLANDS	EUROPE	JFK	
NETHERLANDS ANTILLES		**SEE INDIVIDUAL	ISLANDS**	SO FOREIGN	MIA/JFK	2
NEW CALEDONIA	NOU	NOUMEA	NEW CALEDONIA	TRANS PAC	HNL	
NEW ZEALAND	AKL	AUCKLAND	NEW ZEALAND	TRANS PAC	SFO	

SEPARATION	BUNDLE LABEL/TAG 116 INFORMATION			GEOGRAPHIC	GATEWAY	NOTES
	CODE	TOP LINE: EXCHANGE OFFICE	SECOND LINE: COUNTRY			
NICARAGUA	MGA	MANAGUA	NICARAGUA	SO FOREIGN	MIA/JFK	2
NIGER	NIM	NIAMEY	NIGER	AFRICA	JFK	
NIGERIA	LOS	LAGOS	NIGERIA	AFRICA	JFK	
NORWAY	OSL	OSLO TRANSIT	NORWAY	EUROPE	JFK	
OMAN	MCT	MUSCAT	OMAN, SULTANATE OF	MID EAST	JFK	
PAKISTAN	KHI	KARACHI	PAKISTAN	MID EAST	JFK	
PANAMA	PTY	PANAMA CITY	PANAMA, REP OF	SO FOREIGN	MIA/JFK	2
PAPUA NEW GUINEA	POM	PORT MORESBY	PAPUA NEW GUINEA	TRANS PAC	HNL	
PARAGUAY	ASU	ASUNCION	PARAGUAY	SO FOREIGN	MIA/JFK	2
PERU	LIM	LIMA TRANSITO	PERU	SO FOREIGN	MIA/JFK	2
PHILIPPINES	MNL	MANILA	PHILIPPINES	TRANS PAC	SFO	
POLAND	WAW	WARSAW 3	POLAND	EUROPE	JFK	
PORTUGAL	LIS	LISBON PROVINCE	PORTUGAL	EUROPE	JFK	
QATAR	DOH	DOHA	QATAR	MID EAST	JFK	
REUNION ISLAND	RUN	ST. DENIS	REUNION ISLAND	EUROPE	JFK	
ROMANIA	BUH	BUCHAREST	ROMANIA	EUROPE	JFK	
RWANDA	KGL	KIGALI	RWANDA	AFRICA	JFK	
SABA			SABA	SO FOREIGN	MIA/JFK	1,2
SAN MARINO			SAN MARINO, REPUBLIC OF	EUROPE	JFK	1
SAO TOME & PRINCIPE			SAO TOME & PRINCIPE	EUROPE	JFK	1
SAUDIA ARABIA	DHA	DHAHRAN APT	SAUDI ARABIA	MID EAST	JFK	
SENEGAL	DKR	DAKAR YOFF	SENEGAL	AFRICA	JFK	
SEYCHELLES	SEZ	MAHE IS	SEYCHELLES	AFRICA	JFK	
SIERRA LEONE	FNA	FREETOWN	SIERRA LEONE	AFRICA	JFK	
SINGAPORE	SIN	SINGAPORE	SINGAPORE	TRANS PAC	SFO/JFK	4
SOLOMON ISLANDS	HIR	HONIARA	SOLOMON ISLANDS	TRANS PAC	HNL	
SOMALIA	MGQ	MOGADISHU	SOMALIA	AFRICA	JFK	
SOUTH AFRICA	JNB	JOHANNESBURG	SOUTH AFRICA, REP OF	AFRICA	JFK	
SOUTHWEST AFRICA	WDH	WINDHOEK	SOUTHWEST AFRICA	AFRICA	JFK	

SEPARATION	BUNDLE LABEL/TAG 116 INFORMATION			GEOGRAPHIC	GATEWAY	NOTES
	CODE	TOP LINE: EXCHANGE OFFICE	SECOND LINE: COUNTRY			
SPAIN	MAD	MADRID AIRPORT	SPAIN	EUROPE	JFK	
SRI LANKA	CMB	COLOMBO	SRI LANKA	MID EAST	JFK	6
SRI LANKA	CMB	COLOMBO	SRI LANKA	TRANS PAC	HNL	6
ST. EUSTATIUS			ST. EUSTATIUS	SO FOREIGN	MIA/JFK	1,2
ST. HELENA			ST. HELENA	AFRICA	JFK	1
ST. KITTS	SKB	BASSETTERRE	ST. KITTS	SO FOREIGN	MIA/JFK	2
ST. LUCIA	SLU	CASTRIES	ST. LUCIA	SO FOREIGN	MIA/JFK	2
ST. MAARTEN	SXM	PHILIPSBURG	ST. MAARTEN	SO FOREIGN	MIA/JFK	2
ST. VINCENT	SVD	KINGSTOWN	ST. VINCENT	SO FOREIGN	MIA/JFK	2
SUDAN	KRT	KHARTOUM	SUDAN	AFRICA	JFK	
SURINAME	PBM	PARAMARIBO	SURINAME	SO FOREIGN	MIA/JFK	2
SWAZILAND	MTS	MANZINI	SWAZILAND	AFRICA	JFK	
SWEDEN	STO	STOCKHOLM FLUG	SWEDEN	EUROPE	JFK	
SWITZERLAND	GVA	GENEVA 1	SWITZERLAND	EUROPE	JFK	
SYRIA	DAM	DAMASCUS	SYRIA	MID EAST	JFK	
TAIWAN	TPE	TAIPEI	TAIWAN	TRANS PAC	SFO/JFK	4
TANZANIA	DAR	DAR ES SALAAM	TANZANIA	AFRICA	JFK	
THAILAND	BKK	BANGKOK	THAILAND	TRANS PAC	SFO/JFK	4
TOGO	LFW	LOME	TOGO, REPUBLIC OF	AFRICA	JFK	
TONGA	NUK	NUKUALOFA	TONGA	TRANS PAC	HNL	
TRINIDAD AND TOBAGO	POS	PORT OF SPAIN	TRINIDAD AND TOBAGO	SO FOREIGN	MIA/JFK	2
TRISTAN DA CUNHA			TRISTAN DA CUNHA	AFRICA	JFK	1
TUNISIA	TUN	TUNIS	TUNISIA	AFRICA	JFK	
TURKEY	IST	ISTANBUL HAVA ALANI	TURKEY	MID EAST	JFK	
TURKS AND CAICOS	TKI	GRAND TURK	TURKS AND CAICOS ISLANDS	SO FOREIGN	MIA	
TUVALU			TUVALU	TRANS PAC	HNL	1
UGANDA	KLA	KAMPALA	UGANDA	AFRICA	JFK	
UNITED ARAB EMIRATES	DXB	DUBAI	UNITED ARAB EMIRATES	MID EAST	JFK	
URUGUAY	MVD	MONTEVIDEO	URUGUAY	SO FOREIGN	MIA/JFK	2

SEPARATION	BUNDLE LABEL/TAG 116 INFORMATION			GEOGRAPHIC	GATEWAY	NOTES
	CODE	TOP LINE: EXCHANGE OFFICE	SECOND LINE: COUNTRY			
USSR	MOW	MOSCOW PCI-1	USSR	EUROPE	JFK	
VANUATU	VLI	PORT VILA	VANUATA	TRANS PAC	HNL	
VATICAN	VCY	VATICAN CITY STATE	VATICAN CITY STATE	EUROPE	JFK	
VENEZUELA	CCS	CARACAS	VENEZUELA	SO FOREIGN	MIA/JFK	2
VIETNAM	SGN	HO CHI MINH VILLE	VIETNAM, SOCIALIST REP OF		SEA	
WESTERN SAMOA	APW	APIA	WESTERN SAMOA	TRANS PAC	HNL	
YEMEN, ARAB REP	SAH	SANAA	YEMEN, ARAB REP OF	MID EAST	JFK	
YEMEN, PEOPLES DEM REP	ADE	ADEN	YEMEN, PEOPLES DEM REP	MID EAST	JFK	
YUGOSLAVIA	BEG	BELGRADE	YUGOSLAVIA	EUROPE	JFK	
ZAIRE	FHI	KINSHASA CTT	ZAIRE, REP OF	AFRICA	JFK	
ZAMBIA	NLA	NDOLA	ZAMBIA	AFRICA	JFK	
ZIMBABWE	HRE	HARARE	ZIMBABWE	AFRICA	JFK	

NOTES:

1. THESE ARE OPEN TRANSIT DESTINATIONS, DIRECT SACKS ARE NOT MADE. FORWARD BUNDLES TO THE ASSIGNED GATEWAY EXCHANGE OFFICE.
2. OFFICES IN THE NORTHEAST REGION SEND THEIR DIRECT BUNDLES FOR SOUTH FOREIGN DESTINATIONS TO NEW YORK (JFK). ALL OTHER OFFICES SEND THEM TO MIAMI (MIA).
3. AIRMAIL FOR AUSTRALIA IS LABELED ACCORDING TO ORIGIN. INTERNATIONAL PRIORITY AIRMAIL ENTERED IN DENVER, NEW YORK, LOS ANGELES, MIAMI AND SAN FRANCISCO IS TO BE LABELED TO MELBOURNE. ALL OTHER ORIGINS LABEL AUSTRALIA TO SYDNEY
4. NEW YORK FORWARDS BUNDLES FOR THESE DESTINATIONS TO NEW YORK (JFK). ALL OTHER ORIGINS FORWARD TO SAN FRANCISCO (SFO).
5. OFFICES IN THE WESTERN REGION FORWARD BUNDLES FOR MEXICO (SEPARATIONS WITH LESS THAN 10 LBS) TO LOS ANGELES (LAX). ALL OTHER ORIGINS FORWARD THE MEXICO BUNDLES TO DALLAS (DFW).
6. OFFICES IN THE WESTERN REGION FORWARD THESE DESTINATIONS TO HONOLULU (HNL). ALL OTHER ORIGINS FORWARD TO NEW YORK (JFK).

MEXICO

DISTRIBUTION AND LABELING

The sorting scheme for Mexico is based on state breakdowns with certain massing points for residue volume, as follows:

STATE NAME	ABBREV.	FACING SLIP 116 TAG	OFF-LOAD AIRPORT*
I. Aguascalientes	AGS	Aguascalientes AGS DIS MEX	GDL
Colima	COL	Colima COL DIS MEX	GDL
Guanajuato	GTO	Irapuato GTO DIS MEX	GDL
Jalisco	JAL	Guadalajara JAL DIS MEX	GDL
Michoacan	MICH	Morelia MICH DIS MEX	GDL
Nayarit	NAY	Tepic NAY DIS MEX	GDL
Azcatecas	ZAC	Zacatecas ZAC DIS MEX	GDL
Residue Office		4100 Guadalajara, Jal	GDL
II. Campeche	CAM	Campeche CAM DIS MEX	MID
Chiapas	CHIS	Tuxtla Gtz CHIS DIS MEX	MID
Quintana Roo	Q ROO	Chetumal Q.ROO DIS MEX	MID
Tabasco	TAB	Villahermosa TAB DIS MEX	MID
Yucatan	YUC	Merida YUC DIS MEX	MID
Residue Office		97000 Merida YUC Transbordos	MID
III. Coahuila	COAH	Saltillo COAH DIS MEX	MTY
Durango	DGO	Durango DGO DIS MEX	MTY
Neuvo Leon	N.L.	Neuvo Laredo N.L. DIS MEX	MTY
San Luis Potosi	S.L.P.	San Luis Potosi SLP DIS MEX	MTY
Tamaulipas	TAM	CD Victoria TAM DIS MEX	MTY
Residue Office		64000 Monterey N.L. Transbordos	MTY
IV. Hidalgo	HGO	Pochuca HGO DIS MEX	MEX
Mexico	MEX	Toluca MEX DIS MEX	MEX
Morelos	MOR	Cuernavaca MOR DIS MEX	MEX
Oaxaca	OAX	Oaxaca OAX DIS MEX	MEX
Puebla	PUE	Puebla PUE DIS MEX	MEX
Queretaro	QRO	Queretaro QRO DIS MEX	MEX
Tlaxcala	TLAX	Tlaxcala TLAX DIS MEX	MEX
Veracruz	VER	Veracruz VER DIS MEX	MEX
Residue Office		15620 Mexico 506 D.F.	MEX
V. Sinaloa	SIN	Culiacan SIN DIS MEX	MZT
Sonora	SON	Nogales SON DIS MEX	MZT
Residue Office		82000 Mazatlan SIN DIS	MZT
VI. Baja California	B.C.	Tijuana B.C. DIS MEX	SAN
Baja California Sur	B.C.S.	Tijuana B.C. DIS MEX	SAN
Chihuahua	CHIH	CD Juarez CHIH DIS MEX	ELP
Distrito Federal	D.F.	Mexico 506 D.F. MEX	MEX
Guerrero	GRO	Acapulco de Juarez GRO DIS MEX	ACA
Residue Office		None	


*This is the airport stop code to be printed on the Tags 116.

TAG 116

Old Tag
Still in Use

ATHENS		0	PS TAG 116-A AUG. 1979		128
DISPATCH AND SACK NO.		DATE			
FROM (de)		Weight			
U.S.A.		PAR AVION			
TO (Pour):					
ATH					
ATHENS					
GREECE					
VIA					

New Tag

[EL SALVADOR]		0	[EL SALVADOR]		
			 * 7 4 7 *		
By Airmail		For: SAN SALVADOR [EL SALVADOR] SAL			
DISPATCH/SACK NO.		DATE			
ORIGIN		KG			
VIA					
AV8					

U.S. POSTAL SERVICE				<i>See instructions on reverse side.</i>		PRESS HARD YOU ARE MAKING 4 COPIES		USPS USE ONLY		
STATEMENT OF MAILING—INTERNATIONAL PRIORITY AIRMAIL										
PART A — TO BE COMPLETED BY MAILER/MAILING AGENT										
1. Origin ZIP Code—Permit/Customer I.D. Number			2. Federal Agency Code Number			3. Post Office of Mailing			4. Mailing Date Mo. Day Yr.	
5. Method of Payment <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Postage Meter <input type="checkbox"/> Postage Stamps			6. Customer Seq. No. (optional)			7. No. of Sacks		8. No. of Pieces		
9. Name and Address of Mailer (Street, City, State and ZIP Code)					10. Name and Address of Mailing Agent (if applicable) (Street, City, State and ZIP Code)					
11. Telephone Number of Mailer (include area code) ()					12. Telephone Number of Mailing Agent (include area code) ()					
13. If metered or stamped, affix postage here.										
SAMPLE										
POSTAGE COMPUTATION										
14. Pounds (net)		15. Rate x		16. Total Postage = \$		17. Signature of Mailer/Agent				
PART B—TO BE COMPLETED BY USPS WEIGHING STATION										
18. Post Office/AMF				19. ZIP Code		20. Date of Receipt Mo. Day Yr.		21. Time (2400 clock)		
Weight Verification and Postage Computation										
22. Number of Sacks				23. Total Weight (lbs.)						
				24. Less Tare (lbs.)						
				25. Net Weight (lbs.)						
26. Multiply Net Weight by Rate Per Pound* \$				27. TOTAL POSTAGE						
FOR PERMIT IMPRINT MAILING ONLY										
Advance Deposit Balance Verified		28. Date Mo. Day Yr.			29. Finance Office Telephone Number (include area code) ()					
I certify that this mailing has been verified as indicated above and that the mailer has sufficient funds on deposit at the postal installation where the advanced deposit account is maintained.								(Post Office/AMF Stamp)		
30. Signature of Verifying Employee										

PS Form 3652, Dec. 1986

Willful entry of false, fictitious or fraudulent statements or representations hereon punishable by fine up to \$10,000 or imprisonment up to 5 years, or both (18 USC 1001).

